



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Deputy City Engineer
Class Code Number	5290

General Statement of Duties

Participates in the administration, planning, organization, and coordination of an assigned section within the City's Engineering Division; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to participate in the administration, planning, organization, and coordination of an assigned section within the City's Engineering Division. The work is performed under the direction of the City Engineer/Public Works Director, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all functional and technical support personnel. The nature of the work performed requires an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and at a variety of construction sites throughout the City.

Examples of Essential Work (Illustrative Only)

- Prepares and reviews projects plans, specifications, reports, and contractual documents, including verifying calculations, reviewing technical reports and analyses, and negotiating contractual documents with contractors and consultants;
- Participates in the development and implementation of department goals, objectives, policies, procedures, and work standards, including recommending service and staffing levels;
- Organizes workload and prepares work schedules for design and construction activities, including allocating personnel and resources to meet schedule requirements and determining scope of engineering projects;

- Coordinates planned improvements in order to reduce impacts on the public or in order to obtain specific permits;
- Participates in the Department's budget preparation, including preparing budget for all department expenditures for future fiscal years;
- Responds to complaints, requests, and information requests from the public concerning specific engineering functions, and takes appropriate action to ensure a timely and satisfactory resolution;
- Serves as a liaison to other agencies, departments, utilities, developers, and others to resolve issues related to assigned areas of responsibility;
- Prepares and authorizes payments to contractors, consultants, and suppliers;
- Performs additional administrative duties in the absence of the City Engineer/Public Works Director;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles and practices of civil engineering related to all City engineering activities;
- Comprehensive knowledge of construction, design, and maintenance methods, materials, and equipment;
- Comprehensive knowledge of Federal, State, and local laws, regulations, and ordinances as related to engineering;
- Comprehensive knowledge of survey principles and practices;
- Thorough knowledge of complex mathematical principals, including trigonometry, calculus, and differential equations;
- Thorough knowledge of computer applications for engineering such as drafting, spreadsheets, word processing, and hydraulic and specialized engineering programs;
- Thorough knowledge of the organization and management of the Engineering Division and employees, including goal setting, program development and implementation, and employee supervision;
- Ability to prepare clear and concise reports;
- Ability to prepare project and departmental budgets;
- Ability to speak clearly and effectively at public presentations;
- Ability to research and evaluate issues, rules, and regulations;
- Ability to effectively supervise and direct the work of others;
- Ability to sign and stamp plans, drawings, calculations, and reports as a Registered Civil Engineer;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Civil Engineering, Business Administration, Management, or a related field; and
- Considerable (5 years minimum) experience in civil engineering with some supervisory background.

Required Special Qualifications

- California Professional Civil Engineer and Land Surveyor License and Registration;
- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office and field environment.